

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1281

TITLE: TRAINING SPECIALIST II

GRADE: S- 23

DEFINITION:

Under general supervision, researches and develops training program offerings; delivers training programs; plans and facilitates team building initiatives; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Training Specialist II differs from the Training Specialist III in that the Training Specialist II develops/delivers training programs, whereas the Training Specialist III plans, delivers and/or oversees the delivery of training on a countywide basis or functions as a specialist in an agency based organizational development function.

The Training Specialist II differs from the Training Specialist I in that the Training Specialist II conducts training needs assessments, develops and delivers training programs, participates in team building activities and may participate in some organizational development activities, whereas the Training Specialist I activities are limited to delivering training programs and assisting in curriculum development.

ILLUSTRATIVE DUTIES:

Serves as a consultant to departments and agencies on various training/personal development issues;

Delivers and/or coordinates the delivery of various training programs on a countywide basis (i.e. supervisory development, staff training, Zenger-Miller and other personal development programs);

Assesses training needs of various divisions/departments and makes recommendations on program offerings;

Researches new training programs and makes recommendations on their procurement;

Coordinates the delivery of courses and prepares course descriptions for inclusion in training program catalogues and announcements;

Researches technology-based training;

Facilitates team-building exercises at the work group or departmental level;

Plays a support role in the implementation of various organizational development activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of adult learning theories;

Knowledge of group/team dynamics;

Ability to communicate effectively, both orally and in writing;

Ability to conduct training needs assessments and develop and present training programs;

Ability to manage projects;

Ability to facilitate meetings and consult with agency staff and management;

Ability to keep current on the latest training theory and practice;
Ability to work independently and as a member of a team;
Ability to establish and maintain effective working relationships with peers and other county employees.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited college or university with a bachelors degree in education, business administration, public administration, or a closely related field; PLUS
Three years of professional experience in training or education.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: July 3, 2001